



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72030619R10039

ISSUANCE DATE: July 23, 2019
CLOSING DATE/TIME: Aug 06, 2019 (4:30 pm KBL time)

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) **Project Management Specialist (Education) – OED - FSN-10 – (Multiple Vacancies)**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to kblaidfsnjobs@usaid.gov

Sincerely,

Warren Gray
Executive Officer

Female candidates are strongly encouraged to apply

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72030619R10039
- 2. ISSUANCE DATE:** July 23, 2019
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** August 06, 2019 no later than 4:30 pm Kabul time.
- 4. POSITION TITLE:** Project Management Specialist (Education) (Multiple Vacancies)
- 5. MARKET VALUE:** Equivalent to **FSN-10 (Step 1 – 13)**
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of US Embassy Afghanistan. Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** The period of performance is one (1) year, with the possibility of extension up to a total of five (5) years, subject to availability of funds, satisfactory job performance and need for continued service.
- 7. PLACE OF PERFORMANCE:** Kabul, Afghanistan.
- 8. SECURITY LEVEL REQUIRED:** As an employment precondition, the successful candidate is required to obtain U.S. Embassy Kabul, Afghanistan Regional Security Office (RSO) Security Clearance.
- 9. STATEMENT OF DUTIES**

1. General Statement of Purpose of the Contract

The incumbent provides technical, programmatic, administrative, financial, and management assistance to USAID/Afghanistan under a personal services contract. The incumbent serves as program specialist for education and assists the Mission in implementing the Agency's sector-wide education activities in Afghanistan. The incumbent has daily responsibility for managing and coordinating project activities with other USAID project managers, officials in the Ministry of Education (MoE) and Ministry of Higher Education (MoHE), as well as with other ministries associated with implementation of education projects, USAID, and other appropriate international agencies with offices in Afghanistan.

2. Statement of Duties to be Performed

The incumbent works under the guidance of the Education Team Lead, and coordinates closely with USAID/Afghanistan Office of Education (OED) staff, to identify and develop strategies to systematically address critical gaps in organizational capacity, governance, and management systems within the Afghan educational sector. This includes project specific needs and/or opportunities to leverage financial resources and technical assistance in order to increase

financial sustainability and transparency, bolster human capital, and optimize governmental relationships, linkages and on-budget assistance.

The specific duties and responsibilities include:

Project Management:

- The incumbent provides financial and administrative, project management and technical oversight and guidance as the Agreement/Contracting Officer Representative (A/COR), Activity Manager (AM), or On-Budget Monitor (OMB) for one or more assigned activities. This includes but is not limited to: project design and project closeout, interpreting specifications and statements of work; management of the complete obligation, earmark, commitment, disbursement, and accrual process; drafting official correspondence; classifying and filing program documents; and monitoring and evaluating program activities.
- Works closely with Mission third party, monitors to collect required reporting data and regularly update education project information and progress including provincial expenditures, pipeline information, etc., as per the Mission guidelines. This includes composing and regularly updating project briefers, success stories, and other program information.
- Prepares for, coordinates and participates in meetings with implementing partners (IPs), the MoE, MoHE, regional representatives for World Bank (WB), United Nations International Children's Emergency Fund (UNICEF), Department for International Development (UK) (DFID), Canadian International Development Agency (CIDA), and other international donor agencies.
- Responds to calls for financial and programmatic data from within and outside USAID including other USAID technical offices, the MoE and MoHE, and other organizations regarding program activities and information including official documentation, taskers, and document management.
- Organizes and maintains OED official project files and documents according to Agency guidelines and mission requirements.

Project Management Technical Support and Reporting:

- The incumbent participates in the review of Mission education activities, project proposals and portfolio reviews, and proposes necessary program methods, strategies and approaches to extend, revise, and adapt existing methodology to new and unusual situations, in order to promote growth and development of basic and higher education in Afghanistan.

- Provides expert technical support regarding education issues and challenges as they arise; the social, cultural, economic, governmental, political, and other characteristics of the programs / projects affect the administration and management of the programs to such a degree that significant program activities must be specifically designed and modified to accommodate them.
- Responds to calls for education sector information and guidance from within and outside USAID, including other United States Government (USG) agencies, the MoE and MoHE, educational institutions and other international donor organizations.
- Provides technical/programmatic support to short-term consultants, before and after the consultancy, including project updates, documentation and briefings, and accompanies consultants in meetings with GoA officials and USAID-funded partners.

The contractor is eligible for temporary duty (TDY) travel to U.S., or to other Missions abroad, to participate in the “Foreign Service National” Fellowship Program, in accordance with USAID policy.

3. Supervisory Relationship

Day to day supervision is received from the OED Education Team Lead. In collaboration with the incumbent, the immediate supervisor: 1) establishes annual work objectives and performance measures; 2) reviews work outputs and accomplishments to ensure compliance with Agency policies and implementation of best practices; 3) provides regular feedback to incumbent throughout the performance evaluation period; 4) prepares the annual personnel evaluation report as/when required; and 5) obtains input for the evaluation from the appropriate peers, counterparts and team members toward the annual evaluation. The incumbent is expected to establish priorities, adhere to and meet established deadlines, and perform responsibilities and duties with minimal guidance. The incumbent must be proactive as well as self-motivated and self-directed.

4. Supervisory Controls

None.

10. AREA OF CONSIDERATION:

Cooperating Country National (CCN), meaning an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

11. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

12. POINT OF CONTACT:

Any questions about this solicitation may be directed to: kblaidfsnjobs@usaid.gov . Applications submitted to this email address will not be considered.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** A bachelor's degree in Education, International Policy, International Development, Communications, and/or Business Administration is required. (Education requirement must be met at the time of application for the subject position).
- b. **Work Experience:** A minimum of five (5) years of progressively responsible experience in education program administration or managing and/ or designing education projects and implementation, reporting systems, monitoring and evaluation for governmental institutions, public/ private organization, bi-lateral/ multilateral international organization or diplomatic mission or international donor organization that requires operational understanding of MoHE / MoE structure and education development issues. (Work experience requirement must be met at the time of application for the subject position).
- c. **Language:** Level IV (Fluent) speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari or Pashto is required. (English language ability will be tested).
- d. **Knowledge:** A thorough understanding of education issues in Afghanistan is required. Demonstrated understanding of and experience in working with the MoE and MoHE, and the Government of Afghanistan (GoA) operations and national strategies; a strong knowledge of office and project administration with a working knowledge of the concepts, principles, techniques and practices of education is required. The incumbent must have a good knowledge of bi-lateral or multilateral international organization project management, including financial reporting systems, as well as an understanding of education and development issues. Experience in working with government officials or officials of donor/ private sector organizations/ companies are needed.
- e. **Skills and Abilities:**
 - The incumbent should demonstrate coordination, management, and organizational skills within multicultural work environments, ideally in an international setting in a developing country or emerging economy.
 - The incumbent should have the ability to make good decisions and draw insightful conclusions through a combination of strong analytical skills, creativity, and experience in the private sector and scientific community, as well as exceptional conceptual and reasoning skills to analyze disparate information and compile it into information messages targeting a variety of audiences.

- The incumbent should have excellent strategic planning skills complemented by a strong network in the public and private sectors, the latter to include for-profit companies, research institutions and academia.
- The incumbent must have demonstrated leadership and teamwork skills, plus solid, proven interpersonal abilities. The incumbent also must have the ability to address conflict in a constructive, non-threatening manner, including the ability to build consensus among differing groups.
- The incumbent must be a decisive quick study with a strong multi-tasking ability and ability to work under pressure, strong strategic thinking skills, able to work independently within broadly defined tasks, as well as being a strong team player, with minimal supervision or guidance while exercising sound judgment.
- The incumbent must have excellent communication skills, verbal and written, the ability to network, develop relationships, and operating effectively in the USG interagency as well as with non-traditional partners who can help the OED advance its partnership agenda. Demonstrated ability to communicate effectively through oral presentations and briefings is required.
- Demonstrated ability to forge private partnerships or alliance building skills aimed at integrating new technologies and innovations into education-related activities.
- The position requires an entrepreneurial, results-oriented approach to assistance, and the ability to diplomatically and tactfully confront and resolve institutional and interagency bureaucratic challenges while maintaining collaborative relations.

III. EVALUATION AND SELECTION FACTORS

Below factors will be used for screening candidates to be considered for English Proficiency and written examination.

• Work Experience	50 points
• Knowledge	25 points
• Skills and Abilities	25 points
Maximum Points:	100 points

After an initial application screening, the best qualified applicants will be invited for a written examination, English Proficiency Test and to an oral interview.

IV. PRESENTING AN OFFER

13. Applicants are requested to submit a complete application package which must include all required documents (provided below) to AFPAKjobs@usaid.gov with a Subject line **Project Management Specialist (Education) OED FSN-10 (SOL#: 72030619R10039)**. Offers must be received by the closing date and time specified in **Section I, item 3**.

REQUIRED DOCUMENTS:

- a. Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.
- b. Updated and signed version of Application for Employment as a Locally Employed Staff (DS-174) https://af.usembassy.gov/wp-content/uploads/sites/268/Form_DS-174.doc (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website) AND
- c. A current resume or curriculum vitae.

IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV OR UPDATED/SIGNED DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.

For Frequently Asked Questions (FAQs), please refer to below link:

https://docs.google.com/document/d/1rkZ_Xgdql4Mq9vroj16fJibBYElRhN0b9PGdldAc-G0/edit?usp=sharing

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with unsigned/old DS-174 form will not be considered.
- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Applications submitted as .RAR and/or WinZip file will not be considered.
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.
- Ø Offers must be received by the closing date and time specified in **Section I, item 3**.
- Ø To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Pre-employment Medical History and Examination Form
2. U.S. Embassy Kabul Security Certification Request
3. Appointment Affidavits Standard Form 61

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

BENEFITS and ALLOWANCES:

- a. **25% Unique Conditions of Work Allowance (UCWA)**
- b. **Defined Contribution Plan (DCF) 12% of the base salary**
- c. **Transport Shuttle Service to Female Staff Only**
- d. **Premium Pay**
- e. **Leave Benefits**
- f. **Medical Benefits**
- g. **Death and Disability Benefits**
- h. **Retirement and other end of service benefits**
- i. **Travel and TDY Benefits**

VII. TAXES

Local Employee Staff (CCN) is responsible for paying local income taxes. The U.S Mission does not withhold year end local income tax payments.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad, “including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf .
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms> .
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.

4. **Ethical Conduct.**-By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**.-See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.